



# National Institute of Tourism & Hospitality Management

Telecomnagar, Gachibowli, Hyderabad - 500 032. Telangana State, INDIA.

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18/11/2022

## IQAC MEETING - Minutes

Saturday, 12.11.2022 / 04.00 PM/ Board room

### IQAC Committee Attendees

1. Dr. S. Chinnam Reddy	Chairperson, IQAC
2. Dr. M.K. Ganesh, Principal I/C	Teacher
3. Dr. Niraj Gohil	Teacher
4. Dr. Mahender Reddy	Teacher
5. Mrs. Vijayalakshmi	Teacher
6. Mrs. Sirisha Murthy	Teacher
7. Mr. Vinay	Teacher
8. Ms. Aarti Patil	Member, Alumni
9. Mr. P. Sridhar	Administrative Manager
10. Mrs. Kiran Mayi Audina	IQAC Coordinator

### Agenda

- Need for NAAC Accreditation for NITHM
- Formation of IQAC committee.
- Registration of the institute in AISHE portal.
- Documentation in digitally retrievable formats for transparency and ease of access.

- Implement IQAC Tab in the college website as a repository for hosting of NAAC files , Reports, college activities and AQAR documents.

## Notes

The first IQAC meeting started with a welcome note by The Chairperson, IQAC Dr. Chinnam Reddy announcing the formation of IQAC committee members.

The details of the IQAC Committee members are as follows.

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|---------------------------|---|
| 1. Chairperson            | Dr. S. Chinnam Reddy – Director   |
| 2. Teachers               | i) Dr. M.K. Ganesh,                      ii) Dr. Niraj Gohil<br>iii) Dr. Mahender Reddy              iv) Dr. Hemanth<br>v) Mrs. Vijayalakshmi                vi) Mrs. Michelle Francis<br>vii) Mrs. Sirisha Murthy              viii) Mr. Vinay |
| 3. Management Member      | Mr. Manohar Rao, MD, TSTDC  |
| 4. Administrative Manager | Mr. P. Sridhar  |
| 5. Society/Trust Member   | Mr.P. Nagesh  |
| Students and Alumni       | Mrs. Aarti Patil  |
| 6. Stakeholders           | Mr. Satyanarayana– President, FMC   |
| 7. IQAC Coordinator       | Mrs. Kiran Mayi Audina  |

The IQAC Coordinator, Ms. Kiran Mayi gave a Presentation on the need, objectives which include basic purposes, activities, and function of IQAC as part of NAAC accreditation process.

## Action Items

- As suggested by the IQAC Chairperson, regular meetings of the IQAC Committee will be conducted every Saturday at convenient times.
- Ms. Kiran Mayi informed all faculties to document the student's weekly practical class's attendance and update the assessment regularly.
- It is advised that the subject faculty keep a record of the class attendance and teaching diary for every subject.

- All activities conducted should be documented and uploaded in the website IQAC repository once the tab is active for upload in the website.
- Mr. Yadagiri to complete the registration in AISHE portal which is a mandatory requirement for NAAC accreditation.



Ms. Kiran Mayi  
Coordinator  
IQAC



Dr. S. Chinnam Reddy  
Chairperson  
IQAC